



Department of Development Services – West Region
JOB OPPORTUNITY
SUPERVISING DEVELOPMENTAL SERVICES WORKER 1
Lower Fairfield Center - Norwalk

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: DDS Agency Employees Only

Position: Supervising Developmental Services Worker 1

Location: Lower Fairfield Center, Building 2 – Apartment E/F

Job Posting No: 0100350

Hours: 1st Shift ~ Monday, Tuesday, Wednesday, Thursday; 9:00am - 4:30pm, Friday 2:00pm – 9:30pm; Regular Days Off Saturday, Sunday (Required to work one (1) weekend shift every six weeks – 2:00pm-9:30pm)

Salary: \$1,924.22 – \$2,553.68/bi-weekly

Closing Date: January 6, 2015

Examples of Duties: Duties consistent with Supervising Developmental Services Worker 1 job classification: Duties consistent with Supervising Developmental Services Worker 1 job classification. Assists in development and implementation of policies, programs, scheduling and operating procedures; directs, coordinates, evaluates and monitors performance of residential program unit including monitoring staff, implementation of individual consumer teaching strategies; confers with staff on routine operational, disciplinary and special problems; evaluates performance of consumers and employees in cooperation with assigned staff; conducts in-service training on intellectual disability practices and procedures and care of consumers; arranges consumer search parties and coordinates emergency responses; reviews reports of subordinates and prepares periodic operational reports; attend interdisciplinary team and administrative meetings; work with parent and community groups; counsel consumers or employees on problems; may be part of a panel to interview candidates for position openings; may be assigned responsibility for orderly operation of facility on a shift; assist in implementing plans of correction within their unit; knowledge of ICF/ID guidelines and regulations. Performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of modern methods of working with persons with intellectual disabilities; considerable knowledge of goals, policies and organization of a residential living unit; considerable knowledge of rehabilitative and interdisciplinary process; knowledge of support services provided in residential care such as housekeeping, dietary, maintenance and laundry; considerable interpersonal skills; ability to implement policies and operational procedures; supervisory ability.

General Experience: One (1) year experience working with persons with intellectual or other developmental disabilities at the level of Developmental Services Worker 2.

Special Requirements: Must possess considerable interpersonal skills, adaptable and flexible to constant change. Must be certified in Medication Administration or successfully complete certification within four months of employment. Must be certified in Adult CPR. Incumbents in this class may be required to be bilingual or fluent in American Sign Language. Valid Connecticut driver license will be required to travel.

Physical Requirements: Incumbents in this class must possess physical and emotional health for efficient performance of duties. Applicants may be required to take a physical examination.

Working Conditions: Incumbents in this class may be required to lift and restrain consumers; may have significant exposure to communicable and/or infectious diseases and to risk of injury from assaultive and/or abusive consumers and may be exposed to strongly disagreeable conditions.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series: Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application material will not be considered.

Send application materials to:

**Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Recruiter
Fax: 203-574-8857**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.